

**Minutes of the**  
**City Commission for the City of Traverse City**  
**Regular Meeting**



**July 6, 2015**

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Estes presided at the meeting.

As requested by City Manager Marty Colburn, Agenda Item 2(d) was removed from the Agenda.

**2. Consent Calendar**

Moved by Carruthers, seconded by Budros, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. the minutes of the June 8, 2015, Study Session, June 15, 2015, Regular Meeting, and June 22, 2015, Study Session, be approved.
- b. the City Manager be authorized to issue a confirming purchase order in the amount of \$21,188.23 to Brenner Oil Co. for 10,024 gallons of unleaded gasoline priced at \$2.11375 per gallon with funds available in the Garage Fund.

- c. the City Manager be authorized to issue a blanket service order to Elite Dry Cleaners for each of three years of satisfactory service at the rates based on the bid prices submitted by them on June 19, 2015, effective July 1, 2015, through June 30, 2018, in the annual amount not to exceed \$7,695 for uniform cleaning services for the Police Department, with funds available in the Police Department Budget.
- d. Removed from the Agenda.
- e. the Mayor and City Clerk execute the Memorandum of Understanding with the Downtown Development Authority specifying the remaining projects to be funded by Tax Increment Financing Plan 2 (TIF 2), provided the expenditures are made on or before June 30, 2017, with any remaining TIF 2 funds to be returned proportionately to the taxing jurisdictions, such Memorandum of Understanding subject to approval as to its substance by the City Manager and its form by the City Attorney
- f. the City Commission approves the request from Traverse Area Community Sailing (TACS) to allow the storage of rowing shells in the Cornwell Sailing Center Boathouse for the 2015 season, consistent with the agreement between TACS and the City dated August 10, 2007; and further that the Mayor and City Clerk execute a Memorandum of Understanding (MOU) with Traverse Area Community Rowing for it to install a fence in Hull Park as described in the July 2, 2015, communication from the City Manager for the 2015 season, with the MOU subject to approval as to its substance by the City Manager and its form by the City Attorney.
- g. the City Manager be authorized to issue a confirming service order to Advantage Electric in the amount of \$12,414 for repair work to be completed on the emergency lighting back up power system at the Opera House, with funds available in the Opera House Fund.
- h. the City Manager be authorized to issue a confirming service order to Comstock Construction in the amount of \$16,938 for repair work to the end railing post on the Park Street Bridge, with the funds reimbursed by insurance carrier of Coca Cola.

CARRIED unanimously.

**Items removed from the Consent Calendar**

None.

**3. Old Business**

**3(a).**

Consideration of authorizing a purchase and sale agreement for a portion of City land in connection with the Washington Place Development.

The following addressed the Commission:

Marty Colburn, City Manager  
Timothy Lodge, City Engineer

No action was taken.

**3(b).**

Consideration of approving the Carnegie Building Use Policy and consideration of adopting a resolution establishing fees for building use, as recommended by the City Commission Ad Hoc Committee on City Assets/Carnegie Building.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Howe, seconded by Richardson, that the City of Traverse City Carnegie Building Room Use Policy, as recommended by the Carnegie Building/City Assets Ad Hoc Committee, be adopted; and further that the Resolution Establishing the Room Use Rates for the Carnegie Building as recommended by the Carnegie Building/City Assets Ad Hoc Committee, be adopted.

CARRIED unanimously.

**4. New Business****4(a).**

Consideration of adopting a resolution supporting the concept of installing a canopy over the City Opera House, as requested by the City Opera House Heritage Association, with no city funds to be utilized for the installation, with final authorization to be provided by the City Commission in the future.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Carruthers, seconded by Werner, that the Resolution of Conceptual Approval for the Installation of a Canopy over the City Opera House, be adopted.

Thom Darga, 101 North Park Street

CARRIED unanimously.

**4(b).**

Consideration of authorizing an amendment to the agreement with T2 Systems for expanded online services for payment and appeals of parking citations and online renewal of parking permits, as recommended by the Downtown Development Authority Board of Trustees.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Howe, seconded by Werner, that the Mayor and City Clerk execute an amendment to the contract with T2 Systems Software (originally authorized October 15, 2012, and amended November 15, 2012), to include additional online services as outlined in the June 5, 2015, communication from the Parking Administrator, in an amount not-to-exceed \$44,200 over a three-year

period as well as a one-time expense of \$10,800 for the tokenization development of a credit card profile, with funds available in the Parking System Fund, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

Nicole VanNess, Parking Administrator

CARRIED unanimously.

## **5. Appointments**

### **5(a).**

Consideration of appointing an ad hoc interview committee to make recommendation regarding one appointment to the Coast Guard City Committee.

Moved by Richardson, seconded by Carruthers, that Robert Richardson (seat previously held by Robert Richardson) be reappointed, to one three-year term expiring August 25, 2018, on the Coast Guard City Committee.

CARRIED unanimously.

## **6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.

2. Certification by the City Treasurer/Finance Director of delinquent water and sewer charges to be placed on summer 2015 tax bills.
  3. Minutes of the Act 345 Retirement System meeting of May 27, 2015.
  4. Minutes of the Traverse City Light and Power Board's Human Resources Ad Hoc Committee meeting of May 22, 2015.
  5. Minutes of the Traverse City Light and Power Board's meeting of May 26, 2015.
- e. Reports and correspondence from non-City officials.
- None.

## **7. Public Comment**

The following addressed the Commission:

1. Reserved.  
  
None
2. General.  
  
Rick Buckhalter, 932 Kelley Street
3. Mayor and City Commissioners.  
  
Commissioner Jeanine Easterday

There being no objection, Mayor Michael Estes declared the meeting adjourned at 7:45 pm.

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Benjamin C. Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)